

Due to the volume of applications received, we are unable to provide information on application status by phone or e-mail. All qualified applicants will be considered, but may not necessarily receive an interview. Selected applicants will be contacted by the hiring agency for next steps in the selection process. Applicants who are not selected will not receive notification.

JOB ANNOUNCEMENT

THIS IS AN APPOINTED POSITION

POSITION: DIRECTOR - HEALTH DEPARTMENT (Local Health Officer)

Posting# 1050-0915md

REQUIRED ATTACHMENTS TO APPLICATION:

- Supplemental Documents: *Supplemental Questionnaire*
- College transcripts and/or diploma if related to position - internet printouts & photocopies are acceptable
- Licensure and Board Certification if applicable

STARTING SALARY: Dependent Upon Qualifications

plus benefits package

OPENING DATE: September 4, 2015

CLOSING DATE: September 25, 2015

For additional information see the job description at - <http://www.utahcounty.gov/jobs>

JOB SUMMARY:

Serves as Local Health Officer, responsible for managing the Utah County Health Department with jurisdiction in all Utah County cities under broad policy guidance from the Utah County Board of Health and the Utah County Board of County Commissioners. Oversees clinical activities and treatment services. Supervises division directors. Represents the county at meetings with state and county public health officials, related agencies, and the media.

DUTIES INCLUDE:

Local Health Officer. Promotes and protects the health and wellness of the people within the County to include the following activities: functions as the executive and administrative officer. Reports to and receives policy direction from the local board of health. Directs programs assigned by statute to the local health department, including administering and enforcing state and local health laws, regulations and standards. Directs the investigation and control of diseases and conditions affecting public health. Serves as Secretary to the Utah County Board of Health.

Oversight of medical diagnosis and treatment services. Coordinates Public Health services within the County. Consults with staff on immunizations and communicable disease. Responds to questions from the public regarding various health issues. Issues isolation and quarantine orders as necessary for individuals or groups infected or exposed to serious communicable diseases. Provides, or coordinates with contract physicians to provide, clinical activities of Health Department, including medical diagnosis and treatment services, such as reviewing and approving medical charts; supervising mid-level practitioners at Health Department clinics; examining and treating patients in sexually-transmitted disease clinic; performing physical exams for immigration applicants; reviewing child health exams and treatments.

Department Administration. Hires, trains, disciplines, terminates, supervises and evaluates all Health Department employees; Reviews and approves payroll. Reviews and approves leave requests. Reviews and comments on performance evaluations. Schedules and assigns work. Establishes policies and procedures for all divisions' operations. Monitors department performance. Oversees proposed budget preparation. Presents proposed budget to the Board of County Commissioners and to the Board of Health for review and approval. Plans service delivery, budgets, contracts, and controls expenditures for department. Approves all division budget requests.

Division Directors supervision. Meets with division directors and supervisors to develop and implement health programs and to handle personnel issues. Divisions include Family and Personal Health Services, Environmental Health, Health Promotion, WIC Nutrition, Mosquito Abatement, and Administration/Vital Records.

State Public Health, media meetings. Attends and participates in various meetings with health officers, state advisory committees, and professional associations.

Public and other agency meetings. Attends and participates in various meetings with county commission, county department heads, other public agencies, the media, and the public. Appropriately disseminates information about health and health hazards to the public.

EVALUATION AND SELECTION FACTORS INCLUDE:

Requires extensive knowledge of public health practices and public health administration including related laws and regulations.

Thorough knowledge of contracting procedures.

Skill in public relations to establish good working relationships with all levels of government officials, other county administrators, news media, civic and private agencies, and the public.

Ability to formulate and administer policies and procedures for all phases of public health administration; Ability to manage and direct the work of several divisions; Skill in written and verbal communication; and Ability to work effectively under pressure.

REQUIREMENTS FOR EMPLOYMENT: *Selected applicants shall be strongly encouraged to receive immunizations according to the Center for Disease Control and/or County Health Department Policy.*

For Physicians:

1. Graduate of a regularly chartered school of medicine or osteopathy **AND**
2. Licenced to practice medicine in the State of Utah **AND**
3. Board certified in Preventive Medicine or a primary care specialty **AND**
4. Successfully completed at least one year's graduate work in Public Health, Public Administration, or Business Administration **AND**
5. At least two years' professional level full time experience in Public Health or Preventive Medicine in a senior level administrative capacity.

For Non-physicians:

1. Master's Degree in Public Health, Nursing (or other related health discipline), Public Administration, or Business Administration from an accredited school **AND**
2. At least five years professional full time experience in the practice of Public Health, at least 3 of which must be in a senior administrative capacity.

OR

1. Bachelor's Degree from an accredited school in a field closely related to Public Health **AND**
2. At least twelve years professional full time experience in the practice of Public Health, at least 10 of which must be in a senior administrative capacity.

Applicants receiving a conditional offer of employment will be required to submit to a pre-employment drug screen and additional background checks as required.

LICENSURE/CERTIFICATIONS:

Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within 60 days of employment. Physician applicants must possess and submit evidence of a license to practice medicine in the State of Utah and Board Certification in preventive medicine or a primary care specialty.

EXAMINATION/SELECTION PROCESS: Individuals interested in the position must submit an official Utah County Government application and required attachments to the Utah County Office of Personnel Management, 100 East Center, Suite 3800, Provo, UT 84606, by 5:00 PM on the closing date. **NO POSTMARKS OR RESUMES.** The Personnel Department will screen the applications for minimum qualifications. The selection process will consist of a hiring interview with the Board of Health, and may include any one, or a combination, of the following examinations: application and/or supplemental review/rating, written examination, performance test and/or oral examination. The Personnel Department and the Board of Health reserve the right to call only the most qualified applicants to any of the examinations.

UTAH COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

